

United States Mission Equatorial Guinea

Vacancy Announcement

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| No. 2009-006 | Date: May 15, 2009 | Ref: |
| Subject: | SECURITY GUARDS (5 positions) | |
| Location: | MALABO - DEPARTMENT OF STATE | |
| Applicability: | ALL INTERESTED CANDIDATES | |

OPEN TO: All Interested Candidates

POSITION: **SECURITY GUARDS**

OPENING DATE: May 15, 2009

CLOSING DATE: May 29, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: * Not Ordinarily Resident: Position Grade – FP 11
(To be confirmed by Washington)
* Ordinarily Resident: 3,617,131 XAF p.a.
Position Grade - PSA-3
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **SECURITY GUARDS**.

BASIC FUNCTION OF POSITION

The basic function of this position is to safeguard United States Government personnel and property by performing basic guard duties at the U.S. Embassy and residences.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of secondary school is required.
2. **Experience:** At least one year of prior work experience in similar security related jobs is required.

3. **Language:** Level II (limited knowledge) Speaking/Reading English and Level III (Good working Knowledge) Speaking/Reading Spanish are required.
4. **Job knowledge:** Ability to keep awake, stand and watch. Agility and attentiveness to surroundings.
5. **Skills and Abilities:** Job holder must have the ability to handle medium defense weapons such as police batons.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (**SF-171** or **OF-612**; available at Embassy Gate and Internet Web site) completed in English; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.
4. Please indicate position title and vacancy announcement number of the top right corner of the envelope and also on the subject line of the application letter.

SUBMIT APPLICATION TO:

The Human Resource Office

Via email at: malaboapplicant@state.gov

*****Please, indicate the title of the position you are applying for on the "Subject:" line of the email.***

OR at the

Embassy of the United States of American,
KM-3 Carretera de Aeropuerto (El Paraiso),
Apartado 95, Malabo - Equatorial Guinea

POINT OF CONTACT

Tel: (+240) 098 895

Fax: (+240) 098 894

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

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| CLOSING DATE FOR THIS POSITION: May 29, 2009 |
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The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

AN EQUAL OPPORTUNITY EMPLOYER

Approval:

Drafted: AEA

Cleared: